

S Corp 1120S Checklist

Business Name: _____

Point of Contact: _____

Tax Year: _____

Included	N/A	
☐	☐	Cash Basis Balance Sheet if we do not have access to your QuickBooks
☐	☐	Cash Basis P&L if we do not have access to your QuickBooks
☐	☐	Cash Basis General Ledger in excel format if we don't have access to your QuickBooks
☐	☐	Number of W2's issued during the year: _____ (please upload copies)
☐	☐	If not providing a Balance Sheet or General Ledger, please provide a list o assets purch Include date purchased/name & description of item/ amount paid
☐	☐	If any new loans taken out during the year, we need to know date/amount/interest paid
☐	☐	If any distributions were paid to the owners and you did not include a General Ledger we need to know total amount paid to each shareholder
☐	☐	If you do not have an office outside of the home and these items are NOT already includ in your expense list, please provide the following: Office sf: _____ House sf: _____ Home Office Annual Internet _____ Business Owners Annual Cell phone _____
☐	☐	If you used your personal car for business purposes, please provide the following: Make/Model/Year of vehicle _____ Total miles driven: _____ Business miles driven: _____ I understand that it is my responsibility to provide a detailed log supporting my business use mileage to the IRS if I were to get audited Signed _____
☐	☐	Would you like to contribute to a retirement plan if you have a profit? Yes ☐ No ☐
☐	☐	Does the S Corp have any foreign bank accounts or foreign retirement accounts Yes ☐ No ☐ If yes, did the highest balance in the account during the year ever exceed \$10,000? Yes ☐ No ☐
☐	☐	At any time during the year did the business receive, sell, send, exchange or otherwise acquire any financial interest in virtual currency (bit coint etc)? Yes ☐ No ☐
☐	☐	Did you pay any service type vendors more than \$600 during the year using cash, checks, PERSONAL Venmo, or Zelle? Yes ☐ No ☐ If yes, did you issue 1099's as required? Yes ☐ No ☐

- ☐ ☐ Was there a change in ownership during the year?
Yes ☐ No ☐
- ☐ ☐ Did the address of the business or any owners change during the year?
Yes ☐ No ☐
- If yes, please provide the updated information when you upload your documents

Any additional information you believe we need to be aware of?

New clients only or if this is the first year of the S Corp:

Please include the following items with your tax documents

- ☐ ☐ Prior year tax filing
- ☐ ☐ Name/address/SSN for all owners
- ☐ ☐ If more than one shareholder, ownership %
- ☐ ☐ Operating Agreement
- ☐ ☐ EIN number issued by the IRS
- ☐ ☐ LLC formation paperwork filed with the state
- ☐ ☐ TX Franchise Webfile number (a six digit number preceded by XT or FQ issued by the state when you first formed your LLC/Inc.)

Please provide a description of the product/service your business provides:
